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D/FBIS Chrono

FBIS-1014/86  
29 DEC 1986

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: [REDACTED]

Director, Foreign Broadcast Information Service

SUBJECT: Recommendation for Quality Step Increase -

1. I recommend that [REDACTED] chief of Production Staff in the Analysis Group of FBIS, be given a Quality Step Increase for her exceptional performance in dealing with challenges substantially exceeding the normal requirements of her position since September 1985.

2. Last spring, in response to instructions to cut back on the hectic overtime work on Wednesday nights traditionally associated with producing AG's weekly publications Trends, [REDACTED] devised and implemented a new system that is now fully in place and functioning smoothly. She sold the idea to Printing and Photography Division, OL, and worked out appropriate adjustments in scheduling. The upshot is an even more professional looking Trends bereft of the late Wednesday night glitches that had become as traditional as the overtime. The success of the new procedures is a tribute not only to [REDACTED] ingenuity and follow through, but also to her unusually keen ability to train and motivate staff.

3. In mid-1985, having just successfully introduced and implemented a new automated production process in Analysis Group, [REDACTED] was confronted with the unexpected task of recruiting new staff for both the Publications Officer and the Editorial Assistant positions. Her thoroughness and care in recruiting and training has paid great dividends in yielding an efficient, highly trained, teamwork oriented staff, which has turned in the kind of exemplary performance that is in keeping with [REDACTED] own high professional standards.

4. Over the past year, [REDACTED] also has assumed a leading role in Analysis Group's planning for modernization, particularly in evaluating contractor proposals for advanced technology for AG's own electronic composition system. She has been meticulous and effective in keeping the Chief and other interested personnel advised of the various options as they relate to our needs. Technically literate in relevant fields of computer technology, [REDACTED] will be playing an even more important role as FBIS modernization proceeds.

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5. The above are some of the highlights of  performance since September 1985. Further detail can be gleaned from her recent PAR, which accorded her an overall rating of 7 for the same period.

6. I believe the Quality Step Increase is an appropriate form of recognition of her extraordinary performance in a job that would tax the ability of production officers several ranks senior in grade.

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APPROVED:

\_\_\_\_\_  
Deputy Director for Science and Technology

\_\_\_\_\_  
Date

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(9 December 1986)

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